

# KIVA IN-PERSON SEMINAR REGISTRATION FORM

ONLINE: [www.kivainstitute.com/events](http://www.kivainstitute.com/events)

PO Box 1320; Pinetop, AZ 85935 TELE: (866) 202.5482 EXT 5 FAX: (866) 202-5482 EMAIL: [register@kivainstitute.com](mailto:register@kivainstitute.com)

SEMINAR 1 TITLE: \_\_\_\_\_ DATES: \_\_\_\_\_ CITY: \_\_\_\_\_\*

SEMINAR 2 TITLE: \_\_\_\_\_ DATES: \_\_\_\_\_ CITY: \_\_\_\_\_\*

## ORGANIZATION/COMPANY INFORMATION

Organization: \_\_\_\_\_

Department/Division/Program: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

## REGISTRANT INFORMATION – ADD ADDITIONAL SHEETS IF NECESSARY

1) First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Position: \_\_\_\_\_ Email: \_\_\_\_\_

2) First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Position: \_\_\_\_\_ Email: \_\_\_\_\_

3) First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Position: \_\_\_\_\_ Email: \_\_\_\_\_

4) First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Position: \_\_\_\_\_ Email: \_\_\_\_\_

**TUITION PAYMENT TERMS** \*Due On or Before Start of Session (SoS). W-9 is available from website “Events”.

\*Late Registration adds \$25 to tuition (per person) <= 7 days prior to SoS.

TUITION RATES Per Person:	Regular (1-2) / *Late	Group (6+) / *Late	B2B (2 concurrent) / *Late
Three (3) Day Sessions	\$985.00 / \$1,010	\$885.00 / \$910.00	\$835.00 / \$860.00
Two (2) Day Sessions	\$885.00 / \$910.00	\$785.00 / \$810.00	\$735.00 / \$760.00
One (1) Day Sessions	\$685.00 / \$710.00	\$585.00 / \$610.00	\$535.00 / \$560.00

  

Select Appropriate Tuition Rate	(a) Tuition Rate	(b) X ____ (#/qty) = Subtotal	(c) Late Pymnt Fee (or N/A) \$35 x ____ (qty) =	(e) (a) + (b) + (c) = <b>TOTAL DUE*</b>
<u>Discounts cannot be combined</u>				
Promo Code _____ Rate _____	\$ _____	= _____	+ _____	

**\*\* Seminars begin at 9:00 a.m. and end at 4:00 p.m. local time\*\***

**“I have read and agree to KIVA Institute’s Terms and Conditions incorporated and attached hereto.”**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CANCELLATION & SUBSTITUTION POLICY: All cancellations must be in writing.

Cancellations received seven (7) days or less will be issued a Credit Memo (instead of a refund) for use on a future session. Cancellations eight days and more before the session will be issued a refund less a 10% administrative fee; a credit memo may be requested to avoid the administrative fee. Substitutions are allowed at no extra cost.

**PAYMENT METHOD—CHOOSE ONE (CREDIT CARD PAYMENTS MAY BE MADE ONLINE OR BY PHONE). YOUR REGISTRATION CONFIRMATION IS YOUR INVOICE unless one is requested.**

<input type="checkbox"/> CHECK:	<input type="checkbox"/> Please send invoice	<input type="checkbox"/> To be mailed	<input type="checkbox"/> Will hand carry to the session
<input type="checkbox"/> BANK TRANSFER (EFT) All charges to be borne by Payor. KIVA's ACH information is available at SAM.GOV			
<input type="checkbox"/> CREDIT CARD:	<input type="checkbox"/> American Express	<input type="checkbox"/> MasterCard	<input type="checkbox"/> VISA <input type="checkbox"/> Discover
Cardholder Name	Billing Address		
Card #	(CVC):	Exp. MM/YY	/
Total Due*: \$		Cardholder Signature	Date:
Cardholder	Ph#:	Email:	

## KIVA IN-PERSON SEMINAR/CONFERENCE TERMS & CONDITIONS

### **PAYMENT & REGISTRATION TERMS** All payments are due on or before the start of the event/session.

Late payments are allowed at net 30 days from the start of the session with a fee of \$35 per person. After 30 days, if payment is not received, interest shall be compounded monthly at 5%. Late payments are defined as payments made after the start of the event/session

### **DISCOUNTS & FEES** Discounts cannot be combined; only one discount/promo code is allowed, and rates are subject to change.

- PROMO CODES: will be advertised through our social media channels and/or via email from kivainstitute.com and will be limited.
- GROUP DISCOUNT: for groups of six (6) or more persons from the same organization.
- BACK-TO-BACK (B2B) DISCOUNT: for attending two (2) **consecutive sessions**, when available.
- LATE Registrations received <= seven (7) days before the start of the session @ \$25 per person.

### **CANCELLATION, REFUND, & SUBSTITUTION POLICY** All cancellations and refund requests must be in writing.

Cancellations seven (7) days or less before the session start will be given a credit memo for use toward another session. Cancellations eight (8) days or more before the start of the session will be issued a refund *less a 10%* administrative fee; a credit memo may be requested for a future session to avoid the administrative fee. Substitutions are allowed at no extra cost.

### **HEALTH AND SAFETY PRECAUTIONS; INDEMNIFICATION AND HOLD HARMLESS**

KIVA Institute, LLC will follow local and venue health and safety guidelines regarding public health concerns.

Registrants and their organization agree to indemnify and hold KIVA Institute, LLC and its vendors/facilities providers harmless from any/all claims, actions, suits, procedures, costs, expenses, damages, and liabilities, including attorney's fees, arising from travel to and attendance of the event/seminar.

### **REGISTRANT/ATTENDEE CONDUCT**

Persons attending KIVA events are expected to act professionally and respectfully to other attendees, instructors, and staff. Failure to do so may result in dismissal from the course. Tuition will not be refunded under these circumstances.

### **PERSONALITY / IMAGE RIGHTS NOTIFICATIONS**

By registering for our sessions, the registrant and his/her organization grant KIVA Institute, LLC permission to process the data provided within the event framework and allow photographs to be taken during the event. This includes placing photographs on its website, printed publications, newsletters, and future emails.

### **INTELLECTUAL PROPERTY / DATA PROTECTION STATEMENT**

By registering for our sessions, the registrant and his/her organization grants KIVA Institute, LLC permission to process the data provided within the framework of the event and allows photographs to be taken during the event. This includes placing photographs on its website, printed publications, newsletters, and future emails. By attending the session/conference, all participants consent to their image being used for official purposes and waive the right to inspect or approve the finished product wherein their likeness, name, image, or sound of voice appears.

### **SATISFACTION GUARANTEE**

KIVA Institute, LLC consistently receives the highest ratings for its events. If you are not satisfied that the course's stated objectives were met, state your reasons in writing. At our discretion, we will apply the tuition amount to another seminar or issue a refund.

### **CONTINUING EDUCATION UNITS (CEU) & CONTINUING PROFESSIONAL EDUCATION (CPE)**

KIVA Institute, LLC, does not grant CEU or CPE credits independently. Regulatory agencies and professional organizations typically do this.

KIVA will provide a certificate of attendance and an agenda (syllabus).